

## **VACANCY ANNOUNCEMENT 2005-02**

### **NOVELL ADMINISTRATOR**

**Office of the Clerk  
U.S. Bankruptcy Court  
District of Massachusetts**

COURT LOCATION: Boston, Massachusetts

OPENING DATE: January 21, 2005

APPLICATION DEADLINE: Open Until Filled

SALARY RANGE : \$42,883 - \$69,685 (CL 27) (Pro-rated to Part-Time)  
\$51,393 - \$83,527 (CL 28) (Pro-rated to Part-Time)  
Based on Qualifications and Experience

The Novell Administrator is primarily responsible for administering Local Area Networks (LANs) and Web-site development. Responsibilities may include: wide area connectivity; installing new Novell and NT software; performing upgrades on existing systems; developing software to extract information to existing databases; developing and installing software and advising the staff on use of the software. The Novell Administrator provides technical support for Netware and NT end users and performs other duties as assigned.

The Court currently utilizes Novell and NT in a multiple server environment. Knowledge of LAN hardware should include switches, routers, peripherals, and communication servers. Experience with network management software and design is required.

#### **Minimum Qualification Requirements:**

To be considered for this position, the candidate must have the following experience listed below:

- Three years of progressive administrative and technical management experience from a comparable organization.
- Novell expertise, skill in NT operating system, and Web page experience required.
- Relational databases, SQL, Perl, NT, Win-XP, Linux, Crystal Reports, Zen-Works experience a plus.
- Ability to learn quickly, troubleshoot and juggle numerous network-related systems with an emphasis on quality, reliability and standards.
- Orientation to details and documentation with excellent communication skills.
- Work well in a team environment which will include other IT professionals.
- CNE a plus.

**PERSONAL CHARACTERISTICS:** The successful candidate must have unquestioned

integrity, be a self starter, highly organized, mature, responsible and tactful; must exhibit a professional appearance and demeanor at all times; must exercise good judgment and be able to work harmoniously with others. Applicant should have excellent leadership skills as well as a demonstrated ability to complete full projects.

INFORMATION FOR APPLICANTS: Applicant must be a U.S. Citizen or eligible to work in the United States. Employees of the United States Bankruptcy Court are “Excepted” appointments. Employees are considered “At-Will” judicial employees and are subject to a six-month probationary period. **Benefits include: health and life insurance options, flexible benefits program (for health care and dependent care), retirement, thrift savings investment, credit union participation, paid holidays, vacation and sick leave accrual.** All applications will be reviewed to identify the best qualified candidates. A criminal history background check will be initiated prior to a final job offer. Interview and/or relocation expenses will not be provided.

APPLICATION PROCEDURE: Please send resume, cover letter and salary requirements to: Paula S. Charette, U.S. Bankruptcy Court, 1101 O’Neill Fedl. Bldg., 10 Causeway St., Boston, MA 02222 (email: [paula\\_s\\_charette@mab.uscourts.gov](mailto:paula_s_charette@mab.uscourts.gov); fax: 617/565-8475).

**Note: The Court reserves the right to modify the conditions of this job announcement or remove the announcement with or without any prior written notice.**

EEO/EDR